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Sent: Thursday, March 4, 2004 8:29 AM
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Subject: Drug lab QA/QC Meeting

Drug laboratory QA/QC Meeting, 3-3-04

Present: Dr. Harvey George, Margaret DiNatale, Nancy Tisei, Sonja Farak, and Charles Salemi
Minutes prepared by S. Farak

- 1) Balance QC was checked and signed off by Nancy Tisei.
- 2) GC/MS tunes were checked and signed off by Margaret DiNatale.
- 3) IR quality control was reviewed and signed off by Margaret DiNatale.
- 4) UV/VIS quality control was checked and signed off by Margaret DiNatale.
- 5) The reagent log book was checked and signed off by Nancy Tisei.
- 6) Hood Status: Charles Salemi emailed Brian Abbott on 3-3-04 about the broken hoods. Brian replied that he would get in touch with Tim Fitzpatrick and respond back.
- 7) Notary Update: The new notary rules go in affect on April 19, 2004, for current Notary Publics. The new changes include documenting each notary signature made and using a stamp in addition to the signature and date. Charles Salemi noted that the lab is waiting to see if and how these changes will affect the lab.
- 8) QA study project: Charles Salemi is looking into what would be required for the lab to become ASCLD (American Society of Crime Lab Directors) certified and is requesting information. He is not sure if the lab should be certified, or whether the ASCLD certification or certification by another group would be preferential. It was thought beneficial that the lab will try to meet the requirements set forth by the ASCLD regardless if we are certified by them or not. On a side note, it was also mentioned that sample audits will resume in March 2004.